



## **Position: Hospitality Coordinator**

### **Supervisor: Director of Church Engagement**

**Overview:** The Hospitality Coordinator is responsible for the execution of the Hospitality ministry for TDC Services. Your primary purpose will be to recruit, train, support, and lead a full team of Sunday Leads who are responsible for overseeing a team of volunteers each Sunday. The Hospitality Sunday Coordinator is expected to be extremely friendly, a motivating leader who can take initiative and have a servant heart to fill in the gaps where needed.

### **Requirements and Detailed Responsibilities**

#### **Responsibilities**

- Maintain expertise in all aspects of Hospitality set-up and tear down
- Train all volunteers as needed for the different task as required
- Oversee the setup and tear down process for first and second services
- Inventory supplies, identifying needs and communicating those to the Hospitality Administrator the following day in a timely manner
- Coordinate with Sunday leads when they arrive, communicate any last minute changes to set up, tear down, or Sunday service flow
- Lead VIP meetings on Sunday mornings with an inspirational and motivational attitude
- Problem solve on the spot for both service leads for anything that comes up
- Oversee all Special services (to include Ash Weds, Good Fri, Conference, Christmas Eve, etc) and ensure hospitality procedures are followed
- Responsible for the care and keeping of our physical resources (for example signage, stands, pub tables, additional collateral, ensuring proper use and storage of all hospitality items)

#### **Required Skills / Qualifications**

- Committed to Christ as your Lord and Savior
- Commitment to spiritual growth and to a spiritually healthy lifestyle
- Represent TDC in a manner consistent with its values and mission
- Committed to Christ and to the mission of TDC. Understands and fits the values, mission, and culture of TDC.
- Believes hospitality and first impressions is a vital area of ministry
- Strong interpersonal skills/motivator/contagious positive energy
- Ability to multitask while following up with volunteers on different task
- Ability to anticipate needs of congregation and volunteers.
- Ability to anticipate future needs to facilitate successful planning / scheduling
- Ability to take initiative and prioritize projects
- Excellent verbal and non-verbal communication to address problems
- Organized and detail-oriented
- Flexible & can adapt to any environment



### **Details**

- Reports to the Director of Church Engagement
- Paid position offering \$20 per hour
- Minimum of 6 hrs/week, sundays and events only, track emails during week
- Additional hours for special services on dates as required

**If interested, please email PDFs of cover letter & resume to [ariel@districtchurch.org](mailto:ariel@districtchurch.org)**